



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTEENTH MEDICAL COMMAND
UNIT #15281
APO AP 96205-0054

EAMC-L-PMD (735)

16 OCT 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 11, Property Accountability Procedures

1. References.

- a. AR 710-2, Supply Policy Below the Wholesale Level, 31 Oct 97.
- b. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98.
- c. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
- d. 18th MEDCOM Policy Letter #8, Procedure for Hand Receipt Holders (HRHs), 9 Oct 02.
- e. 18th MEDCOM Policy Letter #18, Company Commander Change of Command Inventory and Out-brief Procedures, 9 Oct 02.
- f. 18th MEDCOM Standing Operating Procedure (SOP) for MTOE/TDA Property Books, 27 Feb 01

2. Purpose. This policy memorandum establishes procedures to be adhered to within the 18th Medical Command for property accountability. The details of this policy are as follows:

a. Company commanders will inventory 100% of their assigned Table of Distribution and Allowances (TDA) and Modified Table of Organization and Equipment (MTOE) property within 30 days. Company commanders will personally sign as the Primary Hand Receipt Holders for both their (TDA) and (MTOE) property. Once done, the commander and the supply noncommissioned officer (NCO) will ensure that all equipment is sub-hand receipted down to the user/section/clinic level.

(1) Section/Clinic officer in charge (OIC) or noncommissioned officer in charge (NCOIC) will sign the primary sub-hand receipt for their section/clinic. They will, in turn, subhand receipt property down to the user level.

(2) No soldier (or civilian employee equivalent) in the rank of E-4 or below will be a subhand receipt holder, *except* for property when they are the direct user, or when an E-4 has been designated as the Clinic NOCIC.

(3) Sub-hand receipt holders will out-process through the company commander and supply NCO as part of Permanent Change of Station (PCS) clearance procedures. This ensures that the outgoing sub-hand receipt holder properly issue all the property to a new sub-hand receipt holder prior to clearing the units.

(4) Whenever it is deemed appropriate, the use of Statement of Charges/Cash Collection Voucher (DD Form 362) is encouraged in lieu of initiating a report of survey.

b. Battalion commanders will serve as the appointing authority for reports of survey within their commands. Battalion adjutants will maintain additional duty rosters for appointments to report of survey officer duty. When a company or medical detachment has no battalion commander, the brigade commander will designate the appointing authority on orders for that unit.

c. Battalion S-4s and/or property book officers will submit a consolidated Property Adjustment Report (PAR) to the 18th MEDCOM Deputy Chief of Staff for Logistics (DCSLOG), Property Management Division (PMD) at the end of each month. This report will include a summary of total: completed cyclic inventories, sensitive item inventories, Statement of Charges/Cash Collection Voucher (DD Form 362), and Reports of Survey (DA Form 4697).

d. The DCSLOG Property Management Division will provide a rollup of 18th MEDCOM reports of survey status for all battalions and separate companies to the DCSLOG and Chief of Staff on a weekly basis.

3. In the event a member of the 18th Medical Command is identified as having lost control of property (TDA or MTOE) for which they were signed, the battalion commander will review the situation to determine if negligence is suspected. If an individual is scheduled to depart the theater on PCS, then all exhibits to include statements will be provided with the survey to appointing authority prior to release of an individual's departure from the theater.

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4. The point of contact for this memorandum is the Chief, Property Management Division, Deputy Chief of Staff, Logistics, at DSN 736-6836.



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Commanding

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